Included in this issue:
Spring Conference Information
1989-90 Membership Roster

WINTER 1989
### 1989 - 1990 NEOPA COMMITTEES

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<td>Patricia Leiding</td>
<td>Mae Davis</td>
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THE NEOPA NEWSLETTER

EDITOR:
Kathy Svoboda (please note change of address)  
4241 "I" Street  
Ph. (402) 731-9842

The NEOPA Newsletter is published quarterly. Contributing materials are welcome and should be sent to the Editor. Reserved is the right to accept, edit, or reject any material submitted for publication. Deadline date for the next publication will be February 19, 1990.

Circulation: 250 copies

1989-1990 EXECUTIVE BOARD

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DATES TO REMEMBER

January 12..............Deadline for NEOPA Scholarship  
January 15..............Deadline for NEOPA Office Personnel of the Year Award  
February 19.............Deadline for Spring Edition of Newsletter

PLANNING DATES FOR YOUR CALENDAR

March 5-7..............NASE Institute, New Orleans, LA  
March 15..............Deadline for NAEOP Marion T. Wood Scholarship and Office Professional of the Year Award  
May 5..............Spring Annual Meeting-North Platte  
May 20-26..............National Educational Bosses Week  
July 14-22..............56th NAEOP Annual Meeting and Institute in Denver, Colorado

EDITOR'S COMMENTS

As the chairperson of the planning committee for the for the 1989 NEOPA Fall Conference held in Omaha this past October 21st, I would like to take this opportunity to thank everyone who participated. The comments made by attending members were positive and complimentary. The Omaha association is pleased that our months of planning and worrying were well spent. A special thank you to the members of the planning committee and others who helped make the conference a success with their dedication and tireless attention to details.

On the back cover of this issue, I have have included some of my favorite holiday recipes. All are guaranteed to be quick, tasty and to fulfill all daily requirements of cravings. Try them - they're delicious!

Remember February 19, 1990 is the deadline for the Spring Newsletter. Happy Holidays!

- Kathy
November 13, 1989

Season Greetings,

"Tis the season to be jolly" and for an educational office personnel that comes naturally. I'm sure many of us wish there was some truth to the above statement. If we keep the children in mind whether they be in school or our loved ones at home it makes being jolly a little easier. Because for an educational secretary this is also one of the busiest seasons of the school year.

I want to thank OEOPA for an outstanding Fall Conference. We had a beautiful day (I wonder how they managed that), excellent speakers and an overall well planned day. Those of us who attended took home many good ideas to implement in our job life as well as in our home life.

I also want to welcome old and new members who have joined NEOPA for 1989-90. I hope that you will enjoy your membership to NEOPA and will want to continue to be a member of such a prestigious organization. We want your comments and suggestions made known to us. Please contact any member on the executive board with your ideas. Addresses and telephone numbers of all officers and committee chairmen are listed in this newsletter.

Our committee chairpersons are busy with each of their perspective committees. Now till the spring conference will be the busiest time for them. I hope that you as members will participate by submitting names to the Scholarship Committee and Professional of the Year Committee. Also I urge you as members to contact the Nominating Committee and volunteer to run for an office of your choice. For those organizations who would like to host a Fall or Spring Conference contact the Meetings Coordinating Committee. For those who would like to see changes in procedure we have a Constitution and By-Laws Committee. The members who are looking to grow professionally contact the Professional Standards Committee. If you know of a school district or a group of educational office personnel who would like to organize pass on your information to our Field Service Committee. These committees are more than willing to help you as members in any way that they can. Please utilize our committees, that is what they are there for.

Please keep in mind that our Spring Conference will be held in North Platte. Now is the time to put the date of May 5, 1990 on your calendar. The National Meeting will be held in Denver Co., July 14-22, 1990. If you are interested in going to the National Meeting and need more information please contact Sandy Lineberry at UNL. Sandy is our chairperson for the National Meetings Committee.

I want to wish you all a Happy Holiday and a Successful New Year.

Professionally Yours,
To: Mr. Wishful  
From: G. Real, Personnel

In response to your memo of the 23rd that secretarial services seem slipshod lately, a new training program has been implemented. As you may know, in the past, familiarity with equipment has been emphasized over "people skills." However, your complaint indicates that such an emphasis has been detrimental. Therefore, utilizing modern testing procedures and a unique agreement with several part-time Barnum & Bailey employees, I've initiated a program to insure that in the future we hire clerical workers who fulfill your standards. Below are the five areas of expertise that we have identified as essential to meet this goal.

**Foreknowledge.**
A psychic will test the ESP and prophecy abilities of all applicants. To pass this section, prospective employees are required to successfully determine what the psychic is thinking 10 times out of 10. Bonus points are awarded if they can convince the psychic that she was thinking something she wasn't.

**Performance.**
A trained magician will demonstrate how to pull reports out of a hat, completing them five minutes after being assigned and two minutes after the last request of "Have you finished yet?" The applicants will then be handed a blank piece of paper, spun around three times and required to hand back a completed agenda for a Tuesday morning staff meeting. A juggler will evaluate the applicants' ability to carry two black coffees, three creams, two cream and sugars and three teas while answering the phone, finding the zip code of Boise, Idaho, and making 100 collated copies of *War and Peace.*

**Patience.**
Prospective employees will spend a minimum of 10 hours as "faces" in Pie-in-the-Face booths. After being hit, they must either respond, "I'm sorry, she must not have seen the nine messages that you've called," or "Oh, it must have been my fault you didn't get a copy of that." Points will be deducted if the response includes remarks such as, "I told her you wanted to see her," or "It's not my fault."

**Sincerity.**
Professional poker players will test the bluffing capacity of each applicant. Each aspiring employee must be able to say, "He's in a meeting" with complete conviction. Points are deducted for giggling or saying, "No, seriously, he is." Orwellian mathematics as exemplified in 1984 (e.g. 2+2=4 or 2+2=5 depending on Big Brother's whims) will be taught so that, at the boss' insistence, otherwise rational people will schedule three half-hour meetings between 1 p.m. and 2 p.m.

**Endurance.**
Every prospective employee must successfully complete a marathon before being hired. If they don't have the stamina to complete one single-minded activity, they certainly can't be expected to handle the Thursday afternoon seminar preparations.

Implementation of the above rigorous training program will insure that we hire employees that meet your expectations. In fact, I am referring to you this year's successful applicant. I will contact you when we have found the six people to fill the other positions you have requested.

- by Joe Mills, (appeared in Modern Secretary, Nov. 1988)
FIELD SERVICE

Thanks to all of the members who have supplied me with names for contacts. NEOPA information has been sent to several individuals and one school already. They were also invited to attend the Fall Conference held October 21st in Omaha. In the next few days, I will be contacting several other individuals and I hope that we may be able to gain a few new members or start a new association during Eva’s term.

- JoAnne Lahm

MEETINGS COORDINATING

The schedule of future meetings is as follows:
- 1990 Spring - Sandhills EOPA, North Platte, May 5
- 1990 Fall - Bradshaw Public Schools, Oct. 27
- 1991 Spring - Open
- 1991 Fall - Open

As you can see, we have a new future meeting host and site with some remaining open dates. If your association has not hosted a state meeting in recent years, please consider doing so.

- Marcella Shotwell

MEMBERSHIP

MEMBERS! MEMBERS! MEMBERS!

ONE-HUNDRED SEVENTY-TWO MEMBERS
—That’s great! Thanks to each of you for getting your membership in early and WELCOME to all new members. Special acknowledgement to Doug Neemann, University of Nebraska-Lincoln (UNOPA), our first male member and his recruiter, Linda Pence.

The Early Bird Traveling Trophy was awarded to the Sandhills Educational Office Personnel Association with 100% of their NEOPA members attending the Fall Conference. Congratulations!

A reminder of the membership awards to be presented at the Spring Conference:
- association with 100% membership in NEOPA
- association with over 50% membership in NEOPA
- association with the largest percentage of NEOPA members

- association with the largest increase in NEOPA membership
- recruiter award for the state member recruiting the largest number of new members between October 15 and March 15

The deadline for all awards is March 15, 1990.

Encourage past members to become active again. We miss them.

Every Member: You are a VIP (Very Important Person)! NEOPA NEEDS YOU!!

- Doris Merriman

BELIEVED IS THE LEADER

(author unknown)

BLESS is the leader who has not sought high places, but who has been drafted into service because of ability and willingness to serve.
BLESS is the leaders who know where they are going, why they are going, and how to get there.
BLESS is the leader who knows no discouragement, who presents no alibi.
BLESS is the leader who seeks the best for those whom he or she serves.
BLESS is the leader who leads for the good of the most concerned and not for the personal gratification of their own ideas.
BLESS is the leader who develops leaders while leading.
BLESS is the leader who marches with the group, interprets correctly the signs on the pathway that leads to success.
BLESS is the leaders who have their heads in the clouds but their feet on the ground.
BLESS is the leader who considers leadership an opportunity for service.

NOMINATIONS

The time is drawing near for contacting members about running for office for next year. We will be sending letters out to those of you who indicated you would be willing to serve.

Please give serious consideration to replying positively to our request. What you should remember is you are not expected to do your job alone. There is always someone to help you if you need assistance. NEOPA
members are some of the most professional people we know, and they are willing to share their knowledge with others. Again, we hope you say yes when we ask you to run for office. You will not regret it.

Nominations Committee:

JoAnne Lahm, Lincoln Public Schools
Pat Leiding, North Platte
Gerry Powers, DeWitt-Tri County
Naomi Robison, Lincoln Public Schools (Chairman)

Whether our efforts are, or not, favored by life, let us be able to say, when we come near the great goal, "I have done what I could."

- Louis Pasteur

OFFICE PERSONNEL OF THE YEAR

Enclosed in your last issue of the newsletter was a nomination form for Office Personnel of the Year. The deadline date for nominating a candidate is January 15, 1990. In the event you have misplaced the form, another is included in this issue of the newsletter. Please let us hear from you.

- Joyce Graybill

PROFESSIONAL STANDARDS PROGRAM

During the 1988-89 school year, NAEOP issued 572 PSP Certificates and 121 CEOE Certificates. Nebraska members received eight PSP and three CEOE certificates. The PSP Committee wishes to congratulate the eleven recipients. We would also like to encourage others to continue working toward PSP/CEO certificates.

The filing dates for the Professional Standards Program are January 15, May 15 and September 1.

If anyone or an organization needs questions answered or more information, please contact one of the members of the PSP Committee. I have two very willing committee members in Kathleen Ryan, University of Nebraska-Lincoln and Mary White, Omaha Public Schools, so if you or your organization needs help, feel free to get in touch with one of us.

- Pat Podjenski (402/551-1731)

WAYS AND MEANS

As most of you know, NEOPA's primary Ways and Means project this year is the raffle for a MINI VACATION. This vacation is a "Hide-A-Way" Weekend at the Lincoln Hilton and includes: lodging and dinner for two for a Friday and Saturday night, two free drinks in the lounge, breakfast of your choice on Saturday morning, the Hilton's Haymarket Brunch on Sunday morning, a $50 shopping spree, and two theatre tickets.

The packets of tickets and materials were either distributed or will be mailed to all members. PLEASE SEND YOUR TICKET STUBS AND MONEY TO AUDREY AS SOON AS YOU HAVE SOLD THEM (checks please - no cash). We have plenty of additional tickets for anyone wanting to try for the $50 Savings Bond. This savings bond will go to the individual who sells the most raffle tickets.

We want to thank all of you who were so creative and contributed so generously to the Country Store. It was a great success! Our scholarship fund is richer by $129.45. We are planning to have another Country Store at the Spring Meeting in North Platte. It's so much fun to watch each other's talents as they start planning now and let's all contribute something. Thanks again to all who contributed.

We want to thank everyone that took a chance on the 50/50. Deb Ruthsatz won $34 at the first drawing and Sharon Gathmann won $22.50 at the second drawing. NAEOP was sent $56.50 for the *Louise Henderson Nelson Building Fund/Project 1990. We will plan to have another 50/50 at the Spring Meeting in North Platte.

DON'T FORGET — MAIL YOUR CHECKS AND STUBS FOR THE RAFFLE AS SOON AS POSSIBLE TO:

AUDREY SCHARDT
1130 H Street, #408
Lincoln, Nebraska 68508

For ADDITIONAL TICKETS call Ways and Means Committee Co-Chairs:

Audrey at 402/475-0124 (home) or 402/474-3308 (work)
Alice at 402/483-0289 (home) or 402/472-3682 (work)

TODAY IS THE FIRST DAY
OF THE REST OF YOUR LIFE
*What is the Louise Henderson Nelson Building Fund/Project 1990?

As the only professional association for educational office personnel, the National Association of Educational Office Personnel encourages office professionals to achieve their highest potential professionally and personally.

The dream of Louise Henderson Nelson, first president and President Emeritus, is going to become a reality! A number of years ago a building fund entitled the Louise Henderson Nelson Building Fund was established. The members of NAEOP and its affiliated associations have agreed that it is time to own an office building for the good of the Association. Owning an office building will build equity for the Association.

The goal for Project 1990 is to raise the money to build or buy a building which will house the National Office of NAEOP. The formal fund-raising campaign will end at the end of 1990 at the annual meeting. Two of the goals for Project 1990 are:

- To raise $1,900,000
- To involve every NAEOP member and every NAEOP affiliate in the campaign

NAEOP members can help reach the goals by contributing to the Louise Henderson Nelson Building Fund. Contributions are tax deductible and should be made payable to the NAEOP Foundation. The check should indicate that the donation is for the Building Fund. Names of contributors will be listed annually in The National Educational Secretary.

Each individual doing his or her part is essential to the success of the Louise Henderson Building Fund/Project 1990. Members can select from the three levels of participation.

**NAEOP Benefactors**

contribute at least $19.90 but less than $199.00. Benefactors will receive a blue pin.

**NAEOP Sponsors**

contribute at least $199.00 but less than $1,990.00. Sponsors will receive a green pin.

**NAEOP Patrons**

contribute at least $1,990.00. Patrons will receive a gold pin.

Each of the three top levels of participation is recognized with its particular lapel pin, a badge of commitment you can wear with pride. Your contributions accumulate over time, so that eventually you can achieve Patron status. There will be a Book of Contributors placed in the National Office.

Affiliated associations can help by creating promotions at state or local meetings by:

- selling ceramics, greeting cards, baked goods, quilts, pictures, candy, candles, holiday items, used books
- promoting a brown bag day/week. Take lunch from home and contribute to Project 1990 the amount normally spent for lunch
- contributing for birthdays, anniversaries, and other special events of members
- setting monetary goals and challenging other associations. State and local challenges will be recognized at the Annual Meeting
- wishing wells; Sea of Green—a selected member receives one half and the building fund receives one half of the contributions; or providing tangible rewards to certain individuals who make a contribution

- The National Educational Secretary/Fall 1989

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### The Louise Henderson Nelson Building Fund/Project 1990

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I am happy to be a part of the Louise Henderson Nelson Building Fund and of the future of NAEOP through my support in this fund-raising campaign.

- $19.90
- $199.00
- $1,990.00

□ I pledge the amount indicated above and will make payments on my pledge in quarterly amounts of $________.

□ My check is enclosed.

□ Affiliate association contribution.

Contribution(s) in memory/honor of ________

Note: All contributions are tax deductible under the IRS tax code Section 501(c)(3).

Please make check payable to NAEOP Educational Foundation.

Mail checks to: Ms. Mona Smith, Chairman
889 Fabrique
Wichita, KS 67218
The Sandhills Educational Office Personnel Association, representing North Platte Public Schools, Hershey Public Schools, and Sutherland Public Schools, invite you to join us on the "Blazing Trails to New Horizons" on May 5, 1990 at North Platte High School.

WESTERN ROUND-UP
Our local association would like to show you our western hospitality at an early get-together sponsored by SEOPA on Friday evening at the Stockman Inn (Room A). We hope you will arrive early and attend this western round-up.

BUNKHOUSE MEMO:
The Stockman Inn (formerly Ramada Inn) has reserved a block of 25 rooms at $34.00 per night. Anyone wishing to make a reservation at the Stockman Inn can phone (308) 534-3630 and specify that you'll be attending the NEOPA Convention.

MAKE PLANS NOW TO COME TO NORTH PLATTE!
Dear NEOPA Members,

At the Fall Conference Executive Board Meeting in October, the decision was made to appoint a NAOEP Conference Attendance Coordinator for the National meeting in Denver, Colorado, in 1990. I will be serving as the coordinator and Kathy Ryan and Deb Ruthsatz will serve as committee members for this coming year. We are looking forward to this "challenge" and hope it will be beneficial to the state.

The decision was made by the Executive Board to sell pins, sashes, and be involved in a "Challenge Breakfast." The sashes were no problem, but the pins proved a little more difficult. We are glad to report that Dart Inc., Henderson, NE, is willing to sell us a beautiful state pin for $1.00 which normally would be $1.50. (I think my crying over the phone that we couldn't afford $1.50 each might have helped out a little.) This is the same pin so many of you liked at Omaha. The only stipulation is that we must order a minimum of 100 pins. I'm confident we can sell that many.

Following this report is a survey/order form we would like you to fill out and return to us by January 15. This should give us sufficient time to get pins/sashes ordered for us to deliver to you at the Spring Conference in North Platte.

I'm looking forward to this year and hope to have gotten better acquainted with each of you by the end of the NEOPA year.

NAOEP CONFERENCE
MARIOTT HOTEL, DENVER, COLORADO
INSTITUTE: JULY 17-18, 1990
CONVENTION: JULY 19-21, 1990

Please return this survey and order form by JANUARY 15, 1990 to:

Sandy Lineberry
NAOEP Conference Attendance Coordinator
102 Mussehl Hall - East Campus
Lincoln, NE 68583-0714

1. Are you "thinking" about going to the National Conference in July, 1990?
   Yes _______  No _______

2. Are you "definitely" going?  Yes _______  No _______

3. Due to the expense in renting a bus, the decision was made to not try and work with transportation or hotel accommodations. We would, however, like to know about your transportation plans. What date are you planning on leaving _______ returning _______?

   What form of transportation do you plan to use? ____________________________

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4. The committee will be offering a sash and three types of pins. Examples are shown below along with the description and price.

Balloon (Blue & White) State of Nebraska - $1.00
$.90 - no limit Minimum Committee order - 100
(Red/White - "A TOUCH OF GOOD LIFE" -
State Bird

State of Nebraska White sash with red embroidered
$.20 - no limit Nebraska lettering - $10.00
(Red/White/Black Plastic)

5. Each year at the National Conference, there is a Challenge Breakfast. Individual state organizations challenge other states to an increase in membership. Do we as a state wish to challenge another state, and if so, would you like to challenge "MISSOURI?" Missouri would be an ideal choice since their state membership compares to Nebraska's. If you have another state in mind, please list.

6. Would you serve on a "challenge committee" to serve and present the challenge? Yes ______ Yes ______

7. Would you like for Nebraska attendees to get together at some point during the Conference? Yes ______ No ______

ORDER FORM

Please enclose check written to Sandy Lineberry. These checks will be held until order goes in to company.

A - Balloon @$.90 x ______ = ______
B - State of Nebraska @$.10 x ______ = ______
C - Plastic Pin @$.20 x ______ = ______
D - Sash @$.10.00 x ______ = ______
Total = ______

NAME: __________________________________________
ORGANIZATION: __________________________________
ADDRESS __________________________________________
CITY: ___________________________ ZIP CODE __________

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DEPARTMENT OF EDUCATION OFFICE PERSONNEL

The September DEOP meeting was held at the home of our president. A potluck picnic in her backyard was enjoyed by everyone. Dorothy Applebee presented a humorous, musical program. Everyone thoroughly enjoyed her performance as was shown by the laughter shared by everyone.

Our “crafty” Prez promised the craft project this year would be easier than the rope basket we made several years ago. We made attractive, simple to make fabric wreaths which we are proud to hang.

Some of our members assisted with the serving at the reception for the “Teacher of the Year,” held at the Governor’s Mansion, November 3rd.

We are continuing to collect labels from Campbell Soup products to be given to the Nebraska School for the Deaf, at Omaha. NSD is a division of the Department of Education. The labels will help to purchase a computer.

Early in December we will have a potluck dinner and a gift exchange. Vilma Slidgas, a member of DEOP, will show pictures she took while visiting relatives in Latvia this summer. Vilma had never returned to Latvia after she and her family left over forty years ago.

This year we have 23 members and two retired members.

- Frances Bockelman

DOANE EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

Karen Braden, owner of Fashion Crossroads in Crete, joined the monthly meeting of DEOPA on October 10, 1989. Karen presented a program and demonstration on scarf accessories and different ways to tie scarves. Members brought scarves and scarf clips with them to experiment. The program was very informative and proved to be a fun time. There were also two guests present and hopefully at least one will prove to be a prospective member.

On Monday, October 16th, DEOPA hosted a breakfast for all supervisors in honor of National Boss’ Day. Members carried out the theme “Hats Off to the Boss” by staging a skit depicting various hats for each boss present. Nancy Bergmeyer wrote and acted as skit master of ceremonies. A lovely breakfast was served by the Doane food service and all participants had a good time laughing with their respective bosses.

On Tuesday, November 14th the regular business meeting was held. Final plans and preparations for the November 18th Craft Fair were discussed and work schedules passed out. We have had a very good response to the fair and it appears that this year will be bigger and better than last year. The Crete Chamber of Commerce is sponsoring a Fashion Show and brunch in the morning at the campus and through their cooperation advertising for both events has assisted DEOPA. DEOPA will again be sponsoring the Secret Santa held each year at Doane and preparations are being made for the event. In September DEOPA began a review of classification systems for office personnel along with salary averages for those classifications. The committee presented the material to all members and a final recommendation will be formed and proposed to Doane President Cabinet members.

- Kathy Hood

LINCOLN PUBLIC SCHOOLS ASSOCIATION OF OFFICE PERSONNEL

The Lincoln Public Schools Association of Office Personnel had a Staff Development Day on October 27th with two groups having one half day of inservice each. The topic was “Celebrating Our Diversities.” It was presented by Equity Education staff.

The Promo/Ways & Means Committee has been busy raising money for our Scholarship Fund. On October 6th we had a Pig Roast (with barbeque pork/turkey sandwiches) and a lot of extra goodies. There was a mini-monimaker at the Fall Get-Together and again at Staff Development Day. The total profits from the three projects is $382.75.

Our Holiday Tea is scheduled for December 14th. It will be at Past-President Wave Marcsisak’s home. This is a wonderful time to enjoy fellowship and goodies.

During our November General Meeting the Negotiation Teams (out-going and in-coming teams) will lead the program and discussion.

We have Bosses Breakfast and other activities planned for the second semester. Hopefully this will be a great year for all of us!

- Delores Wenz
MILLARD EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

MEOPA’s October meeting was held at Valentino’s. Not only was there plenty of delicious food but those members present were entertained with excerpts from Millard North High’s production of Brigadoon.

Our October 14th fall boutique was a big success once again, thanks to the hard work of a lot of our gals. Once again we raised the money necessary to sustain our scholarship fund for another year.

Our November meeting will feature a presentation by an employee of a local accessories store who will show us “How to Dress Up or Down an Outfit” using scarf tying, jewelry, etc. At our December meeting we will have our annual Christmas party, which we all really look forward to. All of us from Millard wish all of you a most joyous holiday season.

- Leanna Bounds

OMAHA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

The Omaha Educational Office Personnel Association was honored to host the Nebraska Educational Office Personnel Association fall conference at our new Teacher Administration Center building. We would like to extend our thanks to all that attended and hope everyone found it to be an informative, enjoyable experience. We were very happy to see over twenty “first-timers” at the conference. Our speakers, Fred Schott, Judy Dierkhising and Sister Marie Micheletto received very favorable comments from the membership and, of course, our “OPS Mini Singers” were loved by all. It was a beautiful day in and out.

Plans are being made for our annual Christmas dinner and a special holiday season for our “adopted family.” Each Christmas season, OEOPA “adopts” a needy family whose children attend Omaha Public Schools. Members supply/donate food, clothes, toys, money, etc. to help the family have a merry Christmas. Those of us who have had the opportunity to see the expressions on the faces of the family members we have helped in the past, feel it is, afterall, truly “better to give than to receive.”

We are also getting ready for several activities in the coming new year which will soon be upon us. The members of the OEOPA would like to wish everyone a Merry Christmas and Happy New Year!

- Eileen Knudsen

NEOPA- PAST PRESIDENTS

The NEOPA-Past Presidents met on October 21st. Our group will be assisting Kathy Warren in hosting the NEOPA Fall Conference. The date of the conference will be October 27, 1990 at Bradshaw, Nebraska. As plans unfold, further information will be forthcoming.

Plans were discussed for a project to raise funds for the NEOPA scholarship. Watch for clues to nibble on at a later date.

- Eva Sheaff

SANDHILLS EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

The Sandhills Educational Office Personnel Association held its monthly meeting on October 24, 1989 with 18 members in attendance. A short business meeting was held with discussions centered around the spring conference to be held in North Platte. Reports were heard from Pat Leiding and Marge Flanders, who attended the fall conference of NEOPA in Omaha. Both were very excited and enthused about attending the conference. SEOPA was very pleased to receive the traveling NEOPA Early Bird membership trophy for the year. SEOPA members also congratulated Marge on being appointed to the position of NEOPA secretary and wished her luck for the coming year.

The next meeting of SEOPA will be on November 28 at McKinley Education Center. The program on self-esteem will be presented by association member, Marge Spenger.

- Sandy Peters

SOUTHEAST NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

We very much enjoyed the Fall Conference hosted by the Omaha Educational Office Personnel Association. Such a lovely building and so wonderful that something old could be rejuvenated.

Our organization has been very busy traveling. We also attended the NCSA Workshop in Lincoln on November 8. This workshop was very worthwhile, plus we made many contacts for new NEOPA members.

-Jancye Kirkendall

Wear a smile and have friends; wear a scowl and have wrinkles!

- 10 -
WAYNE EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

The 1989-90 year started off with our annual Guest Day and Installation of Officers. New officers are:

President - Chris Wilbur
Vice-President - Kyle Rose
Secretary - DeVon Coble
Treasurer - Betty Johnson
Historian - Pam Zeigler

In October we again revealed our Secret Sisters and drew for a new Secret Sister for the upcoming year. We also welcomed three new members to our group. On October 21, three WEOPA members attended the NEOPA meeting in Omaha. We are looking forward to their report at the November meeting!

A scarf-tying and accessories demonstration is planned for the November meeting. We are anxious for some new tips to add excitement to our current wardrobes!

- Kyle Rose

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

This is an exciting year for UNOPA! Members seem to be enthusiastic on not only the local level but state and national as well. We are looking forward to a great 1989-90 year with many exciting things happening for our members.

The year officially began with the passing of the president’s gavel from Jan Harris to Sue Dramneh. Sue has many goals and good ideas to implement them. She has 3-D vision this year and sees growth in three ways: membership, professional and personal. She also sees a year in which many UNOPA members hold 3-D memberships: UNOPA, NEOPA and NAEOP.

Members are continuing to become more active on the state and national level. Eleven members attended the National Conference in Wichita, KS, in July, three attended the Fall State Conference meeting held in Omaha in October. The Omaha Fall Conference received very high marks by attendees due in part to the hospitality shown us by OEOPA members and the high quality of the speakers. Our compliments go to each OEOPA member who had a part in this outstanding conference.

Our membership continues to grow with 235 members, 7 associate members, 16 retired, and 16 honorary members for a total of 274. This compares with an overall total last year of 220. Yes, we are growing and the year is not over!

Our ways/means projects this year consist of 50/50 raffles, Christmas raffle, and Harris lab tests. We also plan to have a “Country Store” at the rest of our general business meetings to help raise money.

The Professional Growth committee has a workshop scheduled for January 16-17, 1990, titled “Creative Use of Personal Diversity” on the Myers Briggs Type Indicator. We will once again have the opportunity to be exposed to this great program as many of us were at the Spring Conference in Crete. Also, professionally, we are glad to report Jean Williss has submitted her PSP application for her Advanced 1 PSP certificate. There are many others here at UN-L who are working on their certificates, and we are very proud each time a UNOPA member reaches this milestone. We know it takes a great deal of work and goal setting to accomplish this.

UNOPA Notes, our monthly newsletter, has taken on a new format this year (what did we do before desktop publishing?). Two UNOPA members are profiled each issue, and a new feature “Ask Us” by Alice Torwirt has been added to allow members to get answers to questions about not only UNOPA, but other issues here at the University. It is a very good newsletter and our thanks to those who put so much into it each month.

There are many other committees and areas I could review, but we’ll hold those till next issue. Till then, have a HAPPY HOLIDAY SEASON AND A HAPPY 1990 YEAR!

- Sandy Lineberry

As the holiday season approaches...

PROMISE YOURSELF

To be so strong that nothing can disturb your peace of mind,
To talk health, happiness and prosperity to every person you meet,
To make all your friends feel that there is something in them,
To look at the sunny side of everything; that makes your optimism come true,
To think only of the best, to work only for the best, and expect only the best.
To be just as enthusiastic about the success of others as you are about your own,
To forget the mistakes of the past and press on to the greater achievements of the future, be determined to succeed.....
To wear a cheerful countenance at all times and give every living creature you meet a happy smile,
To give so much time to the improvement of yourself that you have no time to criticize others,
To be too large for worry...too noble for anger...too strong for fear...and too happy to permit the presence of trouble.

- Charlotte Patske, Florida, NAEOP
1989-90 NEOPA MEMBERSHIP ROSTER  
(for NEOPA membership use only)

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<td>Eileen Knudsen</td>
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<td>H. (712) 156-2430</td>
<td></td>
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</tr>
<tr>
<td>Roberta Knutsen</td>
<td>RR #1, Box 39, Axtell 69024, Axtell Community Schools</td>
<td>H. (308) 743-2115</td>
<td></td>
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</tr>
<tr>
<td>Mary Kosta, CEOE</td>
<td>3715 S. 44 St., Lincoln 68506, Lincoln Public Schools</td>
<td>H. (402) 488-4039</td>
<td></td>
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</tr>
<tr>
<td>Luella Krizek</td>
<td>RR #4, Box 133, McCook 69001, McCook City Schools</td>
<td>H. (308) 345-6948</td>
<td></td>
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</tr>
<tr>
<td>Rae Kugler</td>
<td>914 Douglas, Wayne 68787, Wayne State College</td>
<td>H.</td>
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</tr>
</tbody>
</table>
JoAnne Lahm, CEOE  
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Omaha Public Schools  
H. (402) 330-7858
<table>
<thead>
<tr>
<th>Name</th>
<th>Address/Details</th>
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<tbody>
<tr>
<td>Linda Pence</td>
<td>4919 Orchard, Lincoln 68504, University of NE-Lincoln H. (402) 466-1039</td>
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<tr>
<td>Sandy Peters</td>
<td>2102 E. D St., North Platte 69101, North Platte Public Sch. H. (308) 534-3112</td>
</tr>
<tr>
<td>Alta Phillips</td>
<td>5841 Sunrise Rd., Lincoln 68510, University of NE-Lincoln H.</td>
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<tr>
<td>Johanna Popple</td>
<td>125 S. 13 St., Holdrege 68949, Holdrege City Schools H. (308) 995-6958</td>
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<tr>
<td>Betty Radebaugh</td>
<td>321 S. 28 St., Lincoln 68510, Lincoln Public Schools H. (402) 475-1742</td>
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<tr>
<td>Naomi Robison</td>
<td>6244 Huntington, Lincoln 68507, Lincoln Public Schools H. (402) 466-0339</td>
</tr>
<tr>
<td>Kathy Ryan</td>
<td>4902 Ginny Ave., Lincoln 68516, University of NE-Lincoln H. (402) 483-2076</td>
</tr>
<tr>
<td>Kathy Sand</td>
<td>115 S. Grove, Crete 68333, Doane College H. (402) 826-4702</td>
</tr>
<tr>
<td>Sandy Schindler</td>
<td>7621 Huntington, Lincoln 68507, Lincoln Public Schools H. (402) 464-5769</td>
</tr>
<tr>
<td>Helen Peters</td>
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</tr>
<tr>
<td>Catherine Peterson</td>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
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<tr>
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</tr>
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</tr>
<tr>
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<tr>
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Any new memberships received after November 8, 1989 will be published in the Spring issue of the newsletter.

HONORARY MEMBERS

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Richmond, VA 23225

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Kings Mountain, NC 28086

Carol Spencer
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Davenport, IA 52804
CRITERIA FOR OFFICE PROFESSIONAL OF THE YEAR NOMINATION

1. Nominations for candidates for the NEOPA Office Professional of the Year Award may be submitted by an association, an administrator or any individual member.

2. Current members of the NEOPA Executive Board are ineligible.

3. Any candidate for this award must:
   a. be a current NEOPA member and must have held membership in NEOPA for a minimum of three consecutive years.
   b. be a current member of a local association (if an association is available).
   c. be a recipient of a PSP (Professional Standards Program), a CPS (Certified Professional Secretary), or be working toward a certificate.
   d. be currently employed as an educational office professional (whether that position be secretary, clerk, bookkeeper, registrar, media aide, etc.) and must have been employed as an education office professional for a minimum of five years. Candidates may be employed in any educational institution, agency or office in either private or public school system, institution of higher education, or educational office in government.

4. The Nomination Form (Form 1) must be submitted to the NEOPA Office Professional of the Year chairperson, Joyce Graybill, by January 15, 1990. Application forms received after this date cannot be considered.

5. The Application Form (Form 2) will be sent to the candidate by January 30, 1990. The candidate should complete this form and submit it, with all required recommendations, to the NEOPA Office Professional of the Year chairperson, Joyce Graybill, by March 15, 1990. Application forms received after this date cannot be considered.

6. The panel of judges will base their final decision upon the following criteria:
   a. Professional activity (association activities) 30%
   b. Education and workshop participation 30%
   c. Recommendation letters (one from immediate supervisor(s) and one other of candidate’s choice) 25%
   d. Personnel evaluation ratings 10%
   e. PSP/CEOE/CPS (receipt of or working toward) 5%

7. The NEOPA Office Professional of the Year will be recognized at the NEOPA Spring Conference.

8. The NEOPA Office Professional of the Year will submit all necessary updated information to the National Association of Educational Office Personnel (NAEOP) for consideration in the following year’s NAEOP Office Professional of the Year Award selection.
FORM 1

1989-90
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

Office Professional of the Year Nomination Form

Full Name of Candidate:__________________________________________________________

Place of Employment:___________________________________________________________
(full name of school, college, agency, district)

Office Address:_______________________________________________________________
(street address, city, state, zip code)

Candidate's Immediate Supervisor:_______________________________________________
(full name and title)

Local Association (if applicable):________________________________________________

Reasons for Nomination:________________________________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

You may submit additional information if necessary.

Date this form submitted:_____________________________________________________

Signature of Nominator:________________________________________________________

Return this form to: Joyce Graybill, C.E.O.E., Chairperson
NEOPA Office Professional of the Year Committee
Rt. #2, Box 186
Blair, NE 68008

DEADLINE DATE FOR RECEIPT IS JANUARY 15, 1990

Form 2 (Application Form) will be sent to nominee upon receipt of this form.

- 20 -
NEOPA SCHOLARSHIP GUIDELINES

The members of the Nebraska Educational Office Personnel Association (NEOPA) established a State Clerical Scholarship to be awarded annually to a deserving graduating student who has completed a major in an office occupation course of study in a Nebraska high school.

The guidelines for the awarding of this scholarship shall follow the guidelines for the Marion T. Wood Scholarship awarded nationally in order that the recipient of the state scholarship shall be eligible to be Nebraska's entry for the national scholarship. The guidelines are as follows:

1. The scholarship award shall be in the amount of $200 which was first awarded in the spring of 1983 to a business education student.

2. Subsequent scholarships shall be awarded in the spring of each year thereafter. If the recipient is unable to enroll in an institution of higher education by the fall term of the year they are chosen, the scholarship shall be deemed forfeited and the award shall be made to the runner-up (see #11). The applicant must have applied for admission to a higher education institution. Their course of study shall prepare them to enter the secretarial profession, preferably in the education field.

3. The members of the NEOPA shall evaluate, after three consecutive years, the benefit of such a program and expenditure. It shall be determined by the members of the Board whether the scholarship program shall be continued or expanded in the light of the evaluation.

4. Payment shall be made by check to the school verifying the recipient's enrollment.

5. Application for the scholarship shall be made on forms provided by NEOPA upon request by the local association's scholarship chairman or may be supplied directly to the applicant by the state scholarship committee chairperson upon their request. Application forms along with instructions for submitting the application will also be printed in the NEOPA Newsletter. The form shall be the one which can be used to apply for the Marion T. Wood Scholarship. All applications shall be kept until the enrollment of the recipient has been verified.

6. The applicant must complete the application form and submit the following:

   If a graduating high school student:
   -- A one-page biographical sketch on "Why I am Choosing the Secretarial Field as a Vocation."
   -- Three letters of recommendation:
     a) one from principal, counselor or other school administrator which should describe the student's activities and leadership record and the student's character, personality, initiative and home background
     b) one from a business education teacher
     c) one from a non-family, non-educational office personnel member
   -- An official transcript indicating class rank at the end of the previous semester

   If a higher education student:
   -- A one-page biographical sketch on "Why I am Choosing the Secretarial Field as a Vocation."
   -- Three letters of recommendation:
     a) one from advisor or counselor which should describe the student's activities and leadership record and the student's character, personality and initiative
     b) one from a former teacher, former or present employer
     c) one from a non-family, non-educational office personnel member
   -- An official college transcript
7. Eligibility for the scholarship shall include:
   a) Graduation from a Nebraska high school or its equivalent (i.e. G.E.D.)
   b) Major course of study shall have been in the area of Office Occupation or Business Education which shall have included two or more business courses, such as typing, shorthand, bookkeeping or office practices and procedures
   c) Approval and recommendation by the local association (if there is one)
   d) Applicants at large will have evidenced their recommendation by the letters required in #6

8. Award of this scholarship is based upon academic scholarship, financial need and initiative. (Note items 11 and 12 on application form.)

9. Applications for this award must be postmarked by January 12 preceding the spring the scholarship is to be awarded. Materials will not be returned. (This date will comply with the deadlines for the Marion T. Wood Scholarship.) Applications sent directly to the National offices by local associations cannot be automatically considered for the state scholarship. Duplicate materials, with a notation that the application has already been submitted to National, must be sent to the State Scholarship Committee.

10. The choice of recipient shall be made by the State Scholarship Committee and the State Board of the NEOPA. The application and other materials of the awardee shall be submitted to the National Scholarship Committee for consideration for the Marion T. Wood Scholarship unless already submitted by a local association. In that event, a second candidate may be selected from those applying to be submitted by the State Committee for the MTW Scholarship.

11. A second applicant shall be designated as runner-up at the same time the selection of the awardee shall be made. This person shall be the recipient in the case of a situation as described in #2.

12. The recipient's school shall be notified prior to their awards assembly and the recipient shall be invited to the Spring Conference where the award shall be made.

13. Continued contact with the recipient shall be encouraged and her attendance at State Association meetings shall be her privilege.

14. Since all materials submitted by the application must comply with the requirements for the Marion T. Wood Scholarship, periodic changes may have to be made in the State requirements and such changes will be noted in the NEOPA Newsletter prior to the January 12 deadline.

---Adopted by the NEOPA Board, August 20, 1983.
APPLICATION FORM

Deadline: January 12, 1990

1. Full Name ____________________________
   (First) ____________________________ (Middle) ____________________________ (Last) ____________________________

2. Home Address ____________________________
   (Number and Street) ____________________________ (City) ____________________________ (State) ____________________________ (Zip) ____________________________

3. Date of Birth ____________________________ Birthplace ____________________________
   (Month, Day, Year) ____________________________ (City, State) ____________________________

   Male ____________________________ Female ____________________________

4. Name and address of high school or college you now attend: ____________________________

5. Date you will graduate from high school/college: ____________________________

6. List in order of preference three colleges, universities or business schools where you have formally applied for admission or the institution where you are presently enrolled:

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Address</th>
<th>Accepted Yes</th>
<th>Accepted No</th>
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<td>a)</td>
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<td>b)</td>
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<td>c)</td>
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</table>

7. List your community activities (non-school) including offices held:

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8. List school extra-curricular activities including athletics, music, any offices held:

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9. Academic awards or honors: ____________________________

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Biographical Information

1. Father's Name __________________________ Check if Deceased________
2. Home Address____________________________
3. Parent's Occupation ________________________ (Father) ________________ (Mother) ________________
4. Mother's Name __________________________ Check if Deceased________
5. Home Address____________________________
6. Stepparent or guardian______________________ Check if Deceased________
7. Home Address____________________________ Occupation __________________
8. Brothers and sisters ________________________ Occupation ________________ Age ______ Dependent upon family ______ Yes ______ No ______
   a) ________________________________
   b) ________________________________
   c) ________________________________
   d) ________________________________
   e) ________________________________
9. Your career plans _____________________________
10. Your health: Excellent____ Average____ Fair____ Poor____
11. Will your parents assist you financially in continuing your education? If so, how much additional assistance do you feel you will need to continue after graduation from high school? _____________________________
12. Please check the range of your family's income below:
( ) Below $15,000.00 ( ) $25,000.00 - $29,999.00
( ) $15,000.00 - $19,999.00 ( ) Above $30,000.00
( ) $20,000.00 - $24,999.00
I, the applicant, certify the above information to be true and correct.

Date of Application ____________________________ Signature of Applicant

Deadline is January 12, 1989 -- Return to: Kathy Warren
P.O. Box 62
Bradshaw, NE 68319

SPONSOR-(Must be a NEOPA member)
1989-90
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
MEMBERSHIP FORM
(Please type or use black ink and complete ALL information)

Type of Membership
1. New ___ or Renewal ___
2. Active $10.00 ___
   Retired $ 2.00 ___
   Associate $ 5.00 ___ (no longer educational secretary)

EMPLOYMENT DATA

Educational Institution

School, Office, Department

Street Address

City Zip

Telephone and Name of Supervisor

LOCAL

Are you a member of a local educational office association? Yes ___ No ___

What is the name of your local association?

If there is no local association would you be interested in helping form one? Yes ___ No ___

PERSONAL DATA

Name

Street Address

City Zip

( ) H= _____ O= _____ Area Code - Telephone at Home/Office

NATIONAL

Are you a member of the National Association? Yes ___ No ___

Do you hold a Professional Standards Certificate? Yes ___ No ___

Grade

Are you working toward a Professional Standards Certificate? Yes ___ No ___

Would you like more information about: The National Association? ___
Professional Standards Program? ___

STATE

Have you ever held an office or a committee appointment in NEOPA? Yes ___ No ___ If yes, please list position and year:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Would you be willing to serve in an elective office or on an appointive committee? Yes ___ No ___

If yes, please give preference or special interest

____________________________________________________________________

IMPORTANT: Please make checks payable to NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION and mail with this complete form to:

Delores Wenz
4901 South Haven
Lincoln, NE 68516

Sponsored/Recruited by ________________________ Date ___________

MEMBERSHIP YEAR IS JUNE 1 THROUGH MAY 31

- 25 -
THE NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL

The National Association of Educational Office Personnel (NAEOP) is the only national professional association for office personnel in the educational institutions in the United States. The Association is also represented in several foreign countries.

NAEOP is dedicated to providing professional growth stimuli and opportunities for its members. The Association continues to work toward increased recognition for educational office personnel as partners on the educational team.

NAEOP recognizes the unique roles of educational office professionals and the important contributions they make to the educational profession. This recognition is exemplified in the Association's four-point program of SERVICE, INFORMATION, RECOGNITION, and FELLOWSHIP, and in the NAEOP Code of Ethics.

### NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Fee</th>
<th>Life Membership (may be paid in quarterly payments)</th>
<th>$450</th>
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<tbody>
<tr>
<td>New Membership</td>
<td>$30</td>
<td>Life Member Retired Membership (annual)</td>
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<td>Renewal Membership</td>
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<td>Special Life Member Retired Membership (one-time payment)</td>
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<td>Associate Membership</td>
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<td>Institutional Membership</td>
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<td>Retired Membership (annual)</td>
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<td>Retired Life Membership (one-time payment)</td>
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**Membership Application**

*Continuous Membership (12 full months)*

*(All fees must be paid in U.S. Dollars)*

Make check payable & mail to:

National Association of 
Educational Office Personnel

7223 Lee Highway, Suite 301  
Falls Church, VA 22046  
(703) 533-0810

Active membership fees include $15.00 for a one-year subscription to THE NATIONAL EDUCATIONAL SECRETARY.

- Elementary  
- Middle School  
- Secondary  
- Higher Education  
- State Department  
- Administration

- Vocational  
- Retired  
- Other (Specify):  

Recruited by (Name)  
(State/D.C./Foreign Country)

- 26 -
VELVETTA FUDGE

1 lb. Velveeta Cheese
1 lb. butter/margarine
4 lbs. granulated sugar
1 cup cocoa
2 1/2 tsp. vanilla
1 cup chopped nuts

Melt together cheese and butter in microwave; mix sugar & cocoa then add to cheese mixture. Add vanilla and chopped nuts; mix well. Press into ungreased 9" X 13" pan. Let set. "YUM!"

HOT SPICE TEA

1 pkg. lemon-lime Kool-Aid
1 sm. pkg. fruit flavored jello
3/4 cup instant tea
2 cups orange Tang
2 cups granulated sugar
1/4 Tbls. cloves
1/2 tsp. cinnamon

Mix ingredients well. Use one tablespoon per cup or to taste.

CHEESE BALL

1-8 oz. & 3-3 oz. pkgs. of Cream Cheese
1 jar Old English sharp cheddar (Kraft Cheese - one size)
1/4 tsp. garlic powder
1 tsp. worcestershire sauce
chopped nuts (walnuts, almonds)

Mix all but nuts together and form a ball. Roll the ball into the chopped nuts covering all sides. Refrigerate approx. one hour.

MICROWAVE PEANUT BRITTLE

In 1 1/4 qt. glass casserole, microwave 1 cup sugar and 1/4 cup white syrup at high for 4 minutes. Add: 1 cup peanuts (salted or raw peanuts); microwave another 5 minutes or until mixture is light brown. Add 1 tsp. butter and 1 tsp. vanilla. Blend well; microwave 2 minutes until nut is light brown and syrup is very hot. Add 1 tsp. baking soda - stir till light and foamy. Pour onto buttered cookie sheet. Let cool till hardened.

CREAM CHEESE FINGER SANDWICHES

Beat 8 oz. pkg. softened cream cheese until fluffy; add 12 slices of crisp, crumbled bacon, 3 Tbls. worcestershire sauce and 6 Tbls. milk. Beat until fluffy. Trim the crusts off of frozen wheat and white bread slices. Using three slices of bread, alternate wheat and white bread filling with a thin layer of the cream cheese mixture. Slice the three-layered sandwich into four strips.

HAWEIAN MEATBALLS

Combine:
1 lb. hamburger; 1 egg; 2 bread slices, crumbled; 1 Tbls minced onion; 1 tsp. salt; 1/8 tsp. cloves; 1/8 tsp. allspice; 2 Tbls. pineapple juice.

Make a ball of hamburger mixture around pineapple chunk. Cook on bacon rack in microwave 4 - 6 min. Mix 1/3 cup pineapple juice; 1/4 cup ketchup and 1/3 cup brown sugar. Put balls in glass dish - pour mixture over meatballs - microwave 3 - 5 min. Serve w/toothpicks.